



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

SUBJECT: POLICE CIVILIANS-OPTIONS
PURSUED AS ALTERNATIVE
TO POLICE OFFICERS

FROM: Robert L. Davis
Jennifer Maguire

DATE: May 23, 2008

Approved

Christine I. Shipp

Date

5-23-08

BACKGROUND

The 2008-2009 Mayor's March Budget Message, approved by the City Council on March 18, 2008, directed the addition of 15 police officers to help meet identified priorities such as a rise in property crimes and to improve community policing and traffic calming. As included in the Proposed Budget, the 15 officers would be hired for the January 2009 academy, resulting in a cost of \$967,302 in 2008-2009 and \$1,722,215 ongoing. Payment from the San Jose Redevelopment Agency is proposed to support eligible capital projects in the 2008-2009 Proposed Budget that would free up \$357,768 in the General Fund in 2008-2009 and \$917,000 ongoing to support eight of the 15 officers. The remaining seven officers would be supported by the General Fund on an ongoing basis in the amount of \$805,000.

At the City Council budget study sessions for the 2008-2009 Proposed Budget, the Mayor requested information on how adding civilians instead of police officers may improve efficiencies and return sworn personnel to front-line duties. This memorandum outlines an alternative presented by the Police Department and analyzed by the City Manager's Office as to the number of civilians that could be added with the funding proposed for the seven officers in the General Fund (\$805,000), and how this alternative would relieve sworn staff who are currently performing civilian administrative duties and return them to front-line duties.

ANALYSIS

The Police Department, in collaboration with the City Manager's Budget Office, explored using the ongoing funding of \$805,000 for the seven police officer positions proposed in the General Fund to pay for civilian positions. The goal was to reallocate sworn staff performing administrative work back to front-line police duties, such as patrol and investigations.

The Police Department and City Manager's Budget Office analyzed previous budget reductions and current backlogs to determine where civilian positions would have the greatest impact on service delivery, as well as maximize the number of sworn positions that could be returned to front-line police duties. The Police Department's proposal is as follows and would result in the restoration/addition of 11 civilian positions and return 4 sworn officers to front-line duties:

- Hire four Office Specialist II positions (\$260,000).
 - Restore one Office Specialist eliminated in 2003-2004 in Internal Affairs to handle administrative work;
 - Restore one Office Specialist eliminated in 2004-2005 in the Bureau of Investigations to work with the Homicide, Assaults, and Court Liaison Units; and
 - Add two Office Specialists to the Permits Unit to perform regulation of any permits that do not require sworn personnel.
- Add a Staff Technician position (\$85,000) to the Permits Unit.
- Restore four positions proposed as reductions in the 2008-2009 Proposed Budget:
 - Two Police Data Specialist positions (\$140,000) in the Records Unit to address data entry backlogs that impact sworn personnel;
 - One Police Property Specialist position (\$73,000) in the Evidence Warehouse to assist with the backlog of evidence processing; and
 - One Secretary position (\$80,000) in the Bureau of Administration. The restoration of the Secretary position would allow the Department to maintain administrative support for the Deputy Chief in the Bureau of Administration without pulling additional resources from other areas in the Department.
- Restore two Analyst I/II (\$202,000) positions to the Fiscal Unit and the Research and Development Unit that were eliminated in 2007-2008 and 2003-2004, respectively.

In summary, the proposals submitted by the Police Department would fund 11 civilian positions at a cost of \$840,000 and return four sworn positions to front-line police duties with the \$805,000 currently proposed to fund seven officers in the 2008-2009 Proposed Budget. The four sworn positions returning to front-line duties would be: 2 Officers to Investigations, 1 Officer to Patrol; and 1 Sergeant to Patrol. (The three additional civilian positions in the Permits Unit would allow for 3 officers to return to front-line duties. Restoration of the two Analysts would return one sergeant to Patrol.) Additionally, the Department would need to reduce overtime by \$35,000 to make this a net-zero cost impact, since the total cost of the proposal is \$840,000 and not \$805,000. Sworn positions performing administrative duties do not have a one-for-one trade off with the civilian positions that would be added. However, additional civilian support for the Department would likely improve service delivery and resources available for sworn personnel.

The City Manager's Budget Office and the Police Department carefully analyzed the proposal. The end result is that this proposal redeploys back to front-line duties 4 sworn positions versus adding the 7 additional positions proposed to be funded from the General Fund beginning in 2008-2009. Therefore, there would be a total of 11 new or restored civilian positions, 8

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new sworn positions, and 4 sworn positions redeployed to address front-line duties, rather than the 15 proposed for front-line police duties.



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For any questions, please contact Lisa Perez, Chief Financial Officer (408) 277-4086